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TO: Chief Elected Officials
WIB Chairs
WIB Directors
Fiscal Agents

FROM: Alan D. Degner
Commissioner

DATE: May 21, 2004

SUBJ: DWD Commissioner's Directive 2003 – 36
Reed Act Grant for Program Year 2004

RE: Use of PY '04 Reed Act funds

Purpose:

The purpose of this communication is to provide updated guidelines and requirements for the development of a narrative plan and budget for local use of Program Year (PY) 2004 Reed Act funds appropriated to Workforce Investment Boards (2003 HEA 1001) for the administration of Indiana's WorkOne offices.

Rescissions:

None

Content:

The guidelines and documents necessary for the development of the narrative and budget are attached. A grant modification package is also attached for completion and submission to DWD. This Commissioner's Directive reflects some changes from the instructions previously released in DWD Commissioner's Directive 2003-02, dated August 8, 2003. These changes are highlighted in **bold** type.

Action:

The guidelines contained in this Commissioner's Directive are to be followed in preparing the Reed Act narrative and budget. Please complete and return the completed items no later than the close of business, **Wednesday, June 16, 2004**. Submission beyond this deadline may cause delay in the availability of these funds past July 1, 2004.

A.) Requirements for Submission

The Workforce Investment Board (WIB) must submit a detailed narrative plan and line item budget, signed by the WIB Chair, Chief Elected Official, and WIB Director, that clearly outlines the intended use of the Reed Act funds allocated to

the local area. **Included in the narrative should be the name and contact information for any questions with regards to the plan. The line item budget is a separate document from the grant package and should be submitted as such.** Each line item will be allowed to fluctuate **10%** above or below the line item budget without receiving approval for the change from DWD. Each WIB should also submit all necessary documentation required in the grant modification package.

The narrative outline should follow the allowable activities outlined by Training and Employment Guidance Letter (TEGL) No. 24-01, TEGL No 18-01, Section 7(a and 7(b of the Wagner-Peyser Act, 20 CFR 652.207 and 208, 646 IAC 2-1-19, **DWD Commissioner's Directive 2003-02** all applicable state law and administrative rules, and other appropriate references.

This narrative plan must clearly indicate how each Workforce Service Area will use the Reed Act funds to support the existing WorkOne System. This plan will be submitted to DWD for review and approval. Full approval of a plan must be granted before any funds are eligible for expenditure. Each WIB will be notified in writing of the approval of their plan. No funds for PY '04 are eligible for expenditure before **July 1, 2004** or before full approval of the WIB plan, whichever is later.

Appropriate cost-sharing principals must be followed on all expenditures. The cost sharing information, should be included in the spending plan that is submitted to DWD. If needed, related documentation may be requested to determine appropriateness of cost-sharing agreements. **As a reminder, Reed Act funds should be considered as Wagner-Peyser or Unemployment Insurance funds, and should only be used to pay for the proportional share that Wagner-Peyser or Unemployment Insurance could be expected to pay. Reed Act funds cannot be substituted for the entire portion of Workforce Investment Act funds or other funding sources that are part of a cost sharing arrangement, instead they are allowable to pay only what Wagner-Peyser or Unemployment Insurance could pay. It is expected that all expenditures will comply with the legislative intent of 2003 HEA 1001 and be used to administer Indiana's employment offices.**

Uses of the funds must not be duplicative or supplant state activities.

The use of local staff to provide Wagner-Peyser functions must be in accordance with Indiana Code 646 IAC 2-1-19.

If the proposed activities are different than those proposed in the PY '03 plans previously submitted to DWD, a maintenance of effort plan for the activities should also be outlined.

DWD is also requesting that a line item expenditure report be made on Reed Act funds on a quarterly basis. This would include a summary of the amounts budgeted and the amounts expended as of the end of each quarter. This is in line with the request previously made via email for the third quarter of PY '03. Please note that these quarterly reports will not replace monthly Accrued Expenditure Reports (AER) that are submitted to DWD's Grants Accounting Unit.

All required plans and completed grant modifications should be submitted to:

Russell Brown, Director of Policy
Indiana Department of Workforce Development
10 North Senate
Indianapolis, Indiana 46204-2277

FAX (317) 233-6081

B.) Allowable Activities as outlined by TEGL 24-01

The U.S. Department of Labor released TEGL No. 24-01 on May 8, 2002 providing Suggested Uses of Reed Act Distribution for Administrative Purposes. Section e of the referenced TEGL provides the following guidelines:

- e. One-Stop Administration. States should consider using a portion of their share for One-Stop administration. In general, Reed Act funds may be used in the same manner that Wagner-Peyser Act funds are used to support One Stop systems. Examples of activities that support administration and service delivery of employment and workforce information services in One-Stop Career Centers include:
 - Staff for delivery of appropriate self-services, facilitated self-help and staff assisted services in accordance with 20 CFR 652.207 and 208;
 - Equipment and resources for resource rooms;
 - Staff for delivery of reemployment services to UI claimants, including group job search assistance and staff-assisted referrals to jobs;
 - Payment for rent, utilities and maintenance of facilities, including common spaces such as resource rooms, reception areas, conference areas, etc., in accordance with cost sharing guidelines;
 - Shared costs for operation of local One-Stop Career Center, including payment for One-Stop operators in accordance with cost sharing guidelines;
 - Development of products that support service delivery such as workforce information products and job bank technology;
 - Computer equipment, network equipment, telecommunications equipment, application development, and other technology

resources, including assisted technology, that support employment and workforce information service delivery;

- Outreach and educational materials targeted at users of One-Stop employment and workforce information services;
- Training, technical assistance, and professional development of staff who deliver employment and workforce information services;
- Improving access for individuals with disabilities, including remodeling or retrofitting One-Stop Career Centers (improvements made in leased property must be in accordance with all appropriate federal guidelines) or purchasing appropriate software, hardware, furniture and supplies (for example, Braille readers);
- Improving access for individuals with limited English proficiency, including language line services development of forms, automated voice messages, etc., in languages other than English.

In accordance with the TEGL the Department of Labor One-Stop Comprehensive Financial Management Technical Assistance Guide should be used as a guideline.

Effective Date:

Immediately

Ending Date:

September 30, 2006

Ownership:

DWD Policy and Planning

If you have any questions concerning this communication contact Russell Brown at 317/232-7595.

Attachment:

Reed Act grant package (Attachment A)

Allocation amount, by Workforce Service Area (Attachment B)

Program Year 2004 Reed Act Allocations

| WIB | Total WIA Allocation | % of total 2004 WIA allocation | Number of workers in workforce (PY '02 Final) | % of State's workforce (PY '02 Final) | PY 2004 Allocation Amount |
|---------------|-------------------------|--------------------------------------|-----------------------------------------------------|---------------------------------------------|---------------------------------|
| Northwest | \$ 5,036,907 | 13.97% | 224,944 | 0.0707 | \$489,801 |
| CWI | \$ 2,488,463 | 6.90% | 169,039 | 0.0531 | \$260,174 |
| Northern | \$ 2,837,170 | 7.87% | 301,296 | 0.0946 | \$330,736 |
| Northeast | \$ 3,386,368 | 9.39% | 331,256 | 0.1041 | \$385,848 |
| TAP | \$ 1,399,984 | 3.88% | 155,449 | 0.0488 | \$165,328 |
| North Central | \$ 1,585,559 | 4.40% | 114,667 | 0.0360 | \$167,960 |
| Madison-Grant | \$ 1,783,462 | 4.95% | 100,624 | 0.0316 | \$180,017 |
| East Central | \$ 1,890,960 | 5.25% | 113,161 | 0.0355 | \$192,901 |
| Western | \$ 1,331,899 | 3.69% | 95,958 | 0.0301 | \$140,975 |
| Circle 7 | \$ 1,209,739 | 3.36% | 354,536 | 0.1114 | \$212,035 |
| IPIC | \$ 6,342,465 | 17.59% | 470,100 | 0.1477 | \$675,450 |
| Southeastern | \$ 1,500,265 | 4.16% | 148,667 | 0.0467 | \$171,543 |
| Shawnee Trace | \$ 1,544,519 | 4.28% | 133,359 | 0.0419 | \$170,417 |
| South Central | \$ 1,069,124 | 2.97% | 159,199 | 0.0500 | \$138,974 |
| Southwest | \$ 1,499,917 | 4.16% | 161,621 | 0.0508 | \$175,583 |
| Southern 7 | \$ 1,144,876 | 3.18% | 149,589 | 0.0470 | \$142,258 |
| Total | \$ 36,051,677 | | 3,183,465 | 1.00 | \$4,000,000 |

**Reed Act
Grant Modification Instructions**

I. General Instructions:

- A. **Two** complete packages with original signatures on one, must be submitted to the Department of Workforce Development.

Documents may be hand delivered or mailed to:

Russell Brown, Director of Policy
Indiana Department of Workforce Development
10 North Senate Ave.
Indianapolis, Indiana 46204

- B. Do not staple, bind or hole punch documents in any manner. Use large paper clips or place them securely in a folder.
- C. Complete appropriate blanks and assemble documents in the order of Exhibits after the boilerplate. The blank forms provided may be photocopied if additional copies are required.
- D. Consecutive page numbering is to be completed on the top of the reverse side of each page. The back of the first page of the agreement will be "page 1 of __", etc. Numbering pages in this manner allows us to make any necessary changes that affect the page numbering sequence.

II. Grant Modification Sheet:

- A. Grant Number: Enter the number assigned by DWD to the executed grant. Enter the appropriate amendment number.

Grantee Name and Date: Enter the complete legal name of the grantee (as appearing on the executed grant) and enter the date your **original grant agreement** was approved (see date of last signatory on the original grant signature page.)

Item #1: Please complete this section as this modification will increase your total obligated funds.

Item #4 Attachments: Mark an X by each appropriate document (if not done by DWD). All marked documents must be submitted with the modification. Each attachment must be labeled "Exhibit Am A or B (and then the amendment number)" and so noted in this section. For example if this is amendment #3 the Project Statement would be labeled "Exhibit Am A3" and the Budget/Budget Summary would be labeled "Exhibit Am B3". In the Non-Collusion and Acceptance section, please be sure to include the amendment # in the appropriate blank.

- B. Signature Page: An original signature of the authorized signatory of the grant is necessary on one of the two complete grant modification packages submitted to DWD.

Project Statement: Please insert the project statement provided in the package with the appropriate Exhibit number.

- D. Budget: Enter your grant number and the appropriate Exhibit number. This budget is in addition to the line item budget required in your local Reed Act plan. The budget reflects the P '04 appropriation ONLY.

5/04

AMENDMENT # _____ TO GRANT # _____

This is an Amendment to the Grant Agreement for the Provision of the Employment and Training Services entered into by and between The Indiana Department of Workforce Development (hereinafter referred to as "State") and _____
_____ (hereinafter referred to as "Grantee") dated _____.

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree to the items marked below:

1. X This Amendment ____ increases/____ decreases the previously obligated funds by \$_____. Total obligation of this Grant is \$ _____.
2. _____ This Amendment changes the Grant Expiration Date from _____ to _____.
3. _____ This Amendment changes the name for Grantee formerly known as _____ to _____.
4. X Attachments: The items marked below are attached hereto, made a part hereof, and incorporated herein by reference as part of this Agreement
 - X a. Project Statement (Exhibit Am ____)
 - X b. Budget/Budget Summary (Exhibit Am ____)

5. Statutory Authority of Grantee: The Grantee expressly warrants to the State that it is statutorily eligible to receive the funds granted herein, and it expressly agrees to repay all monies paid to it under this Grant Agreement should a legal determination of its ineligibility be made by any court of competent jurisdiction.

All other matters previously agreed to and set forth in the original Grant Agreement and not affected by this Amendment shall remain in full force and effect.

Non-Collusion And Acceptance: The undersigned attests under penalties of perjury that he/she is the Grantee, or that he/she is the representative, agent, member or officer of the Grantee, that he has not, nor has any member, employee, representative, agent or officer of the Grantee, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Amendment # _____ to Grant Agreement other than that which appears upon the face hereof.

THE REST OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

The parties, having read and understanding the foregoing terms of this Amendment to Grant Agreement, do by their respective signatures dated below hereby agree to the terms thereof.

GRANTEE:

**INDIANA DEPARTMENT OF
WORKFORCE**

DEVELOPMENT:

Organization Name

Alan D. Degner, Commissioner

CEO Signature

Date

Typed or Printed Name

Date

STATE BUDGET AGENCY:

WIB Chair Signature

Typed or Printed Name

Marilyn F. Schultz, Director

Date

Date

**INDIANA DEPARTMENT OF
ADMINISTRATION:**

Charles R. Martindale, Commissioner

Date

APPROVED AS TO FORM AND LEGALITY:

Form approval has been granted by the Office of
the Attorney General pursuant to IC 4-13-2-14.3(e)
on December 11, 2003.

PROJECT STATEMENT

The Grantee assures that grant funds will be used in accordance with the local Reed Act Plan for PY '04 funds that is approved by the Indiana Department of Workforce Development.

REED ACT GRANT

YEAR OF ALLOCATION P04

GRANT NUMBER: _____

| FUNCT ION | OBJ/S UBJ | PROJ CODE | COST CATEGORY | BUDGET |
|--------------|--------------|-----------|---------------|--------|
| 000 | 75/00 | 8725 | Reed Act | |